



Veterans Initiative in the Arts

2015-2016 Grant Guidelines

Online Submission Deadline: March 24, 2016 5:00 PM (PST)



The Mission of the California Arts Council, a state agency, is to advance California through the arts and creativity.

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California Arts Council



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Office Hours

8:00 a.m. - 5:00 p.m.
Monday through Friday

Purpose: The California Arts Council (CAC), a state agency, was established in January 1976 to encourage artistic awareness, participation, and expression; to help independent local groups develop their own arts programs; to promote employment of artists and those skilled in crafts in the public and private sector; and to enlist the aid of all state agencies in the task of ensuring the fullest expression of our artistic potential.

The Council: The appointed Council of the CAC consists of 11 members who serve staggered terms. The Governor appoints nine members, the assembly Speaker appoints one member, and the Senate President pro Tempore appoints one member. Council members serve without salary, elect their own officers, and meet throughout the state to encourage public attendance. This body sets policy and has final approval of CAC grants.

Mission: To advance California through the arts and creativity.

Funding: The CAC is a state agency, funded from the state's annual budget process and proceeds from the California Arts License Plate and the Keep Arts in Schools tax return voluntary contribution fund, supplemented by funds from the National Endowment for the Arts. Its grants are usually matched by foundations, individuals, earned income, government agencies, or other organizations.

Information Access: Due to the Public Records and Open Meeting Acts, applications and their attachments are not confidential and may be requested by the media and/or public. Observers may attend but may not participate in, or in any way interfere with, Council meetings. Meeting dates and locations are posted at www.arts.ca.gov. Each meeting provides a designated time for public comment, although comments may be time-limited.

Grants Panels: Applications are evaluated by panels of experts, recognized in their respective fields, who rank applications according to program criteria. The CAC staff provides information but not recommendations to the panel. The Council reviews panel recommendations before making final funding decisions.

Appeal Process: Appeals to CAC funding decisions must be submitted on an official Appeal Form, available from the CAC, and postmarked within 45 days of the decision. Appeals are granted only on the following grounds:

1. Panel's assessment was based on a misstatement of factual information as contained in the application such that it negatively influenced the panel's recommendation; and/or
2. Incorrect processing of the required application material such that it negatively influenced the panel's assessment of the applicant's request for funding.

Note: Dissatisfaction with award denial or with award amount is not grounds for appeal.

Requirements: The CAC is mandated both by federal and state regulations to fund only organizations that have proof of nonprofit status under sec. 501(c)(3) of the Internal Revenue Code (Fiscal Receivers are eligible in some programs), or under sec. 23701d of the California Revenue and Taxations Code, or entities that are a unit of government; and that comply with the Civil Rights Acts of 1964, as amended; sec. 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975; the Drug-Free Workplace Act of 1988; California Government Code secs. 11135-11139.5 (barring discrimination); the Fair Labor Standards Act, as defined by the Secretary of Labor in part 505 of title 29 of the Code of Federal Regulation; the Americans With Disabilities Act of 1990 ("ADA"); the Fair Employment and Housing Act; and the Personal Responsibility and Work Opportunity Reconciliation Act of 1996.

Ownership, Copyrights, Royalties, Credit: The CAC does not claim ownership, copyrights, royalties, or other claim to artwork produced as a result of a CAC grant. However, the CAC reserves the right to reproduce and use such material for official, noncommercial purpose, including but not limited to use on the CAC website, social media and print materials. In addition, the CAC requires documentation of grants activity, and appropriate credit for CAC partial support.

VETERANS INITIATIVE IN THE ARTS

2015-2016 GRANT GUIDELINES

DEADLINE: March 24, 2016 5:00 PM (PST)

Apply at cac.culturegrants.org



Background

The Veterans Initiative in the Arts (VIA) program is rooted in the California Arts Council's (CAC) desire to address the needs and improve the lives of California's veterans through the arts.

Purpose

VIA seeks to increase equity, access, and opportunities for veterans to participate in quality arts programming that is sensitive and responsive to their unique experiences. VIA provides project and partnership support for nonprofit arts organizations, local arts agencies, and veteran's assistance agencies to reach veterans, active military, and their families.

Project should address one or more of the following goals:

- Encourage and support arts learning by, and/or the artistic expression of, veterans.
- Contribute to public understanding of and appreciation for the diverse range of veterans' experiences.
- Provide greater access to the arts for veterans, active military, and their families by reducing barriers to arts participation.
- Explore innovative strategies for new or increased participation.
- Implement artist residencies in places and in a manner which effectively engages veterans in the process of artistic creation.
- Increase partnerships between arts organizations and veteran's assistance agencies.

Eligible Funding and Grant Request Amount

The Council has allocated \$350,000 to the VIA program. Requests may be made for up to \$10,000. VIA grant requests cannot exceed an organization's total income based on its last completed budget.

If approved by the Council for support, grant amounts may differ from the request amount due to the level of funding available to the program, demand for that funding, and/or the rank a proposal receives from the peer review panel.

Should a grant award be made for an amount less than the request amount, the applicant will be required to confirm that the goals of the original request can be met or modified with a lesser grant award.

Matching Funds

All grant recipients must provide a dollar-for-dollar (1:1) match. The match may be from corporate or private contributions, local or federal government, or earned income. State funds

cannot be used as a match. A combination of cash and in-kind contributions may be used to match the request, with a maximum of 50% in-kind contributions permitted with the approval of the VIA Arts Program Specialist (see Staff Assistance).

Applicant Eligibility

- The applicant must be one of the following:
 - California-based nonprofit arts organization or local arts agency with a history of arts programming for a minimum of three years prior to the time of application.
 - Veteran's assistance agencies: either a local unit of government or a California-based nonprofit organization with a history of arts programming for a minimum of three years prior to the time of application, and a primary mission of providing assistance to veterans and/or their families. These agencies may include, but are not limited to the following:
 - Veterans Service Organizations, Vet Centers, local veterans commissions, veterans housing and medical facilities, and homeless and disabled veterans support agencies. If unclear about appropriate partners, contact the VIA Arts Program Specialist (see Staff Assistance).
- The nonprofit arts organization must demonstrate proof of nonprofit status under section 501(c)(3) of the Internal Revenue Code, or section 23701d of the California Revenue and Taxation Code, or must be a unit of government.
- An applicant without nonprofit status may use a California-based fiscal sponsor that has nonprofit status, 501(c)(3), and which will provide the fiscal and administrative services needed to complete the grant. If a grant is awarded, the fiscal sponsor becomes the legal contractor. The fiscal sponsor must also demonstrate consistent arts programming in California for a minimum of three years prior to the time of application, and have compatible organizational goals to the applicant organization.
- Applicants must complete a Cultural Data Profile through DataArts <http://www.culturaldata.org/> (formerly the Cultural Data Project) and submit a Funder Report at the time of application
- Applicants to this program are not restricted from applying to and receiving funding from other competitive CAC grant programs as long as those funds support distinctly separate projects or activities.

Project Requirements

- Project must engage veterans, active military, and/or their families through quality arts programming. For the purposes of this program, "veteran" is defined as any person who has served in the active United States military.
- Project must be designed and developed in partnership between at least one veteran's assistance agency and one arts organization as defined above.
- Partners must have defined project and decision-making responsibilities, and each must include a letter of commitment describing its role and intended contributions.
- A public component is encouraged where appropriate, but not required. Examples may be a culminating presentation, a performance, special event, exhibition, publication, report, etc.

- Project activities must demonstrate high artistic quality and address one or more program goals.
- Program must be free of charge for participants.

Application Process

CAC Culture Grants is our online portal for the grant application and review process. CAC does not accept applications through any other means for this program. To apply, new applicants must sign up for a user account to access the CAC Culture Grants system, while returning applicants will log in with an existing user account.

Detailed instructions and support can be found at www.arts.ca.gov and via the portal at <https://cac.culturegrants.org>.

Review Criteria

A peer review panel will evaluate applications based on the following criteria:

- *Project Design:* Well-developed project plan with realistic timeline, appropriate budget, clear goals and objectives, and achievable outcomes; clearly defined partner roles and responsibilities; strength and appropriateness of marketing and outreach plans; and engagement or support of target audience in project design.
- *Project Impact:* Project's relevance and benefit to veterans, active military, and their families; degree to which it addresses their needs and adds value to their lives; degree to which it promotes equity, access, and opportunity to engage in or experience arts and culture; strength of program assessment and/or evaluation methodology; strategies to document project outcomes and demonstrate the project's value (including both qualitative and quantitative results).
- *Artistic merit:* Strength of artistic work samples, support materials, and artistic personnel; past history of arts programming, including schedule of past arts activities. If applicable, appropriateness of lead artists' skills and expertise to support the project goals and objectives for participants.
- *Management and Leadership:* Fiscal and managerial ability of partnering organizations to implement proposed project; qualifications of project's team; strength and commitment of proposed partnership(s); and overall fiscal health of applicant and partnering organization(s).

Peer Panel Evaluation and Ranking Process

A peer panel will review all applications and work samples in a multi-step process that involves assigning numerical ranks to an application. A 10-point ranking system will be implemented. Panelists' ranks are averaged to obtain the final score.

10-Point Numerical Ranking System

10	Model	Meets all of the review criteria to the highest degree possible.
8-9	Excellent	Designates an applicant as a high priority for funding.
5-6-7	Good	Strongly meets the review criteria; however, some improvement or development is needed.
2-3-4	Developing	Has some merit, but does not meet the criteria in a strong or solid way.
1	Ineligible	Inappropriate for CAC support.

California Arts Council Decision-making

The final authority for grant decisions is the appointed Council. Subsequent to receiving and reviewing the peer panel's recommendations, the Council will take into consideration the panel's recommendations and make final funding decisions at a public meeting.

What the CAC Does Not Fund

- Former grantee organizations not in compliance with CAC grant requirements (as stipulated in grant agreement)
- Non-arts organizations not involved in arts activities (as applicants)
- For-profit organizations (as applicants)
- Projects with fundraising purposes, including grant writing
- Other state or federal agencies
- Programs not accessible to the public
- Projects with religious or sectarian purposes
- Organizations or activities that are part of the curricula base of schools, colleges, or universities
- Indirect costs of schools, colleges, or universities
- Trust or endowment funds
- Purchase of equipment, land, buildings, or construction (capital outlay or expenditures)
- Out-of-state travel activities
- Hospitality or food costs
- Expenses incurred before the starting or after the ending date of the grant

Timeline

February 2016	Application available
March 24, 2016, 5:00 PM	Application deadline (online)
June 2016	Funding decisions
June 2016	Funding notifications
July 1, 2016 – May 31, 2017	Funded activity period

Grantee Requirements

- To better inform our elected representatives as to the value of the arts and the use of state funds, you will be expected to include with your signed grant agreement, copies of signed letters sent to the Governor and your State Senate and Assembly representatives thanking them for your VIA grant.
- Use CAC logos on all printed, electronic materials, and websites (programs, catalogs, postcards, posters, newsletters, leaflets, publications, etc.) that specifically reference this grant.
- Credit the CAC on all printed and electronic materials: *"This activity is funded in part by the California Arts Council, a state agency."*
- When discussing programs supported by this grant, verbal credit must be given.
- A Final Report summarizing the accomplishments of this grant will be required at the end of the grant period.

Staff Assistance

CAC staff is available on a limited basis to offer guidance and clarification in preparing your proposal. We recommend that you contact staff well in advance of the deadline to ensure you can be accommodated. **Contact Jason Jong, VIA Arts Program Specialist at jason.jong@arts.ca.gov or (916) 322-6338.**